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| SOLICITATION NUMBER | SOL-306-14-000071-01/OFM |
| ISSUING DATE | November 23, 2014 |
| CLOSING DATE | December 07, 2014 |
| POSITION TITLE | Financial Analyst |
| NUMBER OF POSITIONS | Single |
| MARKETING VALUE | GS-11 (\$50,790 - \$66,027) In addition, this post has 35% post differential and 35% danger pay |
| ORGANIZATIONAL LOCATION OF POSITION | USAID/ Afghanistan |
| DIRECT SUPERVISOR | USAID/Afghanistan, Deputy Controller |
| SUPERVISORY CONTROL | Minimal. The incumbent is expected to act independently with little direction. |
| PERIOD OF PERFORMANCE | 13 months with an option for renewal |
| SECURITY ACCESS | Employment Authorization for Third Country National |
| AREA OF CONSIDERATION | Third Country National Personal Service Contractor (TCNPSC) |

POSITION DESCRIPTION: Financial Analyst**Basic Function of the Position:**

The incumbent serves as a Financial Analyst (FA) in the Office of Financial Management/Financial Analysis section (OFM/FA), USAID/Afghanistan reporting to the Deputy Controller. The incumbent provides professional financial management advice on a broad range of financial management issues to the Controller, Mission Management, Strategic Objective/Assistance Objective Teams (SO/AO Teams) and various governmental and non-governmental partner institutions which implement an array of complex development activities. The incumbent will provide financial management support primarily in the areas of audit management. Specific duties will include, but are not limited to, those notated under the duties and responsibilities.

Specific Duties and Responsibilities**Major Duties and Responsibilities:**

- A. In-line with the Agency's Audit Management and Resolution Program and accountability requirements, the incumbent acts as the Audit Management Officer's designee for the assigned portfolios and assists technical offices in meeting their audit management responsibilities. In coordination with the Agreement Officer Representative (AOR)/Contracting Officer Representative (COR), he/she ensures the completion of required financial audits in accordance with the recipient contracted audit guidelines and develops audit scopes of work for Agency-contracted financial audits and activities based on policies contained in the USAID Automated Directives System (ADS). The incumbent provides advice/guidance to auditees and audit firms in consultation with the Office of Inspector General (OIG) to ensure full compliance with USAID audit requirements. The incumbent participates in audit entrance and exit conferences, as necessary, reviews recommendations and draft audit reports. The incumbent participates in the development of management decisions and works closely with USAID technical team members, AORs/CORs and grantees/contractors to resolve and close audit recommendations in a timely manner. The incumbent also develops the annual audit inventory under her/his assigned portfolio, obtaining inputs from cognizant AORs/CORs on activities that need to be audited or on which financial reviews need to be conducted.

For audits contracted to local audit firms, incumbent acts as COR of the award and works closely with the firms' assigned staff and reviews their performance to ensure compliance with the contract scope of work.

- B. As the cognizant Senior FA backstop for the assigned USAID technical offices, the incumbent reviews activity approval documents, commitment and obligating documents to ensure the reasonableness of budgets, compliance with forward-funding guidelines, appropriateness of the methods of financing/payment, and adequacy of financial reporting and audit coverage. The incumbent provides financial status reports needed by AORs/CORs to monitor the financial progress of the activities they manage. The incumbent prepares required monthly/quarterly and ad hoc financial reports related to program funds for Mission Management and other interested parties.

- C. The incumbent also provides advice and guidance to AORs/CORs and technical office budget assistants in the development of quarterly accruals, reviews the reasonableness of accrual estimates and posts accrual data into Phoenix. The incumbent participates in program portfolio/pipeline reviews and provides appropriate advice in identifying funds for alternative use or reprogramming. The incumbent reviews closeout documents to ensure that finance-related closeout actions such as completion of required audits, finalization of Negotiated Indirect Cost Rate Agreement (NICRAs), payment of final claims and de-obligation of excess funds are properly carried out, if necessary.
- D. The incumbent conducts periodic financial reviews of both governmental and non-governmental institutions receiving USAID funding to: 1) determine the adequacy of key systems and procedures including but not limited to accounting, procurement, accounts payable, personnel, assets management, and audits; 2) verify compliance with agreement terms and conditions; and 3) verify allowability of actual costs incurred. Makes recommendations for system improvements of institutions reviewed in order to strengthen their capacity particularly in the financial management of USAID funds. This includes preparing reports to document findings and recommendations and following up on actions taken to address recommendations.
- E. Aside from performing reviews of implementing partners' systems, the incumbent also participates in the performance of required annual reviews of the Mission's internal/management control system in accordance with the Federal Managers' Financial Integrity Act (FMFIA); incumbent performs the risk assessment of various functional areas as assigned by the Supervisory FA, and assists in performing follow-up reviews to determine if significant deficiencies have been properly addressed and appropriate actions are taken by concerned Mission offices.

The incumbent assists in the capacity building of Mission and implementing partner staff who are not familiar with USAID's financial management requirements by providing training on accruals, audit management, payment methods, and other related topics.

The incumbent also acts as mentor/coach to financial management staff to assist in their professional growth and enable them to perform the full range of financial analyst duties relating to program/project design and implementation; outstanding unliquidated operating expenditure (OE) and program obligations, reviewing retroactive claims under long-expired contracts, and other similar tasks.

EVALUATION CRITERIA/SELECTION CRITERIA:

Candidates will be evaluated and ranked based on the following selection criteria:

Education: A Bachelor's degree in Accounting, Finance, or Business Administration is required.

Work Experience: A minimum of five (5) years of progressively responsible experience in accounting, auditing, or financial management is required. Experience in public accounting or a U.S. Government agency is highly desirable.

Communications: Level IV (Fluent) reading/speaking of English language is required.

Knowledge Thorough knowledge of professional accounting and auditing principles, theories, practices and terminology is required. Thorough knowledge of principles, accepted practices, regulations and procedures relating to budgeting, auditing, accounting and financial management is required. Thorough knowledge of the budgeting and financial management procedures relating to the design, development, implementation and evaluation of projects is desired.

Skills and Abilities: Must be able to conceptualize, plan, and manage a multi-task, multi-level project implementation support service operation. Must have excellent interpersonal skills. Must have excellent analytical ability to review and constructively critique data, findings, and recommendations regarding contractor's/grantee's performance often without benefit of first-hand observation. Demonstrated ability to perform training needs assessments, design materials and delivery methodology, and manage implementation. Must be able to assimilate, distill, prioritize, and present varied and complex data in an easy to comprehend format. Must be able to represent the USAID/Afghanistan Financial Analysis Section to Mission Management, other federal agencies, host government, contractors/grantees, and the general public in a professional manner. Must be computer literate in word processing, spreadsheets, graphics, etc.

Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application and reference checks. USAID reserves the right to conduct interviews with the top ranked short-listed applicants. The interview will be one of the determining factors in the final selection.

A. TERM OF PERFORMANCE

The term of the contract will be for thirteen months. Within four weeks after written notice from the Contracting Officer that all clearances have been received or, unless another date is specified by the Contracting Officer in writing, the incumbent shall proceed to Kabul to perform the above services which may be extended upon mutual agreement and subject to satisfactory performance and availability of funds. This position has been classified at a U.S. Government GS-11. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history.

In addition, the Mission has a 35% Post Differential allowance and 35% Danger Pay. During this period the incumbent will be entitled to two Rest and Recuperation trips (R&R) and up to three Regional Rest Breaks or three R&Rs and no RRBs.

This position entitles 20 days Administrative Leave plus two days of travel time for each break. In excess of the Administrative Leave, Annual Leave or Compensatory time for the breaks can be used.

Physical Demands and Work Environment: Work in the office is mostly sedentary, depending on workload the incumbent may be requested to serve extended work hours and workdays. The travel to program-activity implementation sites outside of Kabul requires U.S. Government Regional Security Officer (RSO) approval, travel in fully armored vehicles and close coordination with the U.S. Embassy and U.S. Consulate security officers, Department of Defense, and International Security Assistance Force as relevant.

B. GENERAL INFORMATION REGARDING LIVING AND WORKING CONDITIONS IN AFGHANISTAN

Life in Kabul has somewhat improved since the establishment of the government, and great strides have been made to regularize the availability of services, utilities, and supplies of common consumer items. Living conditions, however, are still difficult but this is a historical opportunity to work closely with a dedicated team to assist the Afghans to bring about peace and stability to their war-torn country. Afghanistan is an unaccompanied post. All staff will be housed on the heavily guarded and fortified Embassy compound.

C. MEDICAL AND SECURITY CLEARANCE:

The selected applicants must be able to obtain security and medical clearances. Third Country Nationals should be able to obtain employment authorization from the Regional Security Office. For medical clearances, Third Country Nationals should obtain Department of State Class I Medical Clearance.

D. BENEFITS AND ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a Third Country National shall be eligible for any of the listed fringe benefits to include health and life insurances, differentials and allowances.]

1. BENEFITS:

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES (If Applicable)*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600) and
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

E. CONTRACT INFORMATION BULLETINS (CIBs) or ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs:

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contract. Those documents can be found at this website:

http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc

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| AAPD 06-11 | Home Leave and Revised General Provision 5, Leave and Holidays |
| AAPD 06-10 | PSC Medical expense payment responsibility |
| AAPD 06-07 | AIDAR, Appendix D: Contract budget, salary determination and salary increase |
| AAPD 05-02 | Clarification of Policy for Personal Services Contracts with Anticipated Contract Performance Periods Exceeding Five (5) Years |
| AAPD 06-01 | Medical evacuation insurance |
| CIB 01-07 | Clarification of the extension/renewal policy regarding PSCs |
| CIB 01-05 | Clarification of the Rest and Recuperation (R&R) Policy Regarding Third Country Nationals |
| CIB 99-22 | PSC Policy |
| CIB 98-23 | Guidance regarding Classified Contract Security and Contractor Personnel Security Requirements |
| CIB 98-11 | Determining a Market Value for Personal Services Contractors Hired under Appendix D. |
| CIB 97-16 | Class Justification for use of Other Than Full and Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally, with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or less |
| CIB 96-23 | Unauthorized Provision in Personal Services Contracts |
| CIB 94-09 | Sunday Pay for U.S. Personal Services Contractors (PSCs) |
| CIB 89-29 | Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage and Privately Owned Vehicles |

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts can be found at: <http://www.usaid.gov/work-usaid/aapds-cibs>

Additionally, AIDAR Appendixes D or J also applies to PSCs can be found at:

<http://www.usaid.gov/policy/ads/300/aidar.pdf>

F. REQUIRED FORM AND DOCUMENTS FOR INITIAL CONSIDERATION:

Interested applicants must submit the following documents or their applications may not be considered for this position:

1. U.S government OF-0612 form which is available at the following website:
<http://www.ussc.gov/Employment/of0612.pdf>
2. A current curriculum vitae (CV) or resume;

3. A minimum of three (3) professional references, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A written statement that addresses the Evaluation/Selection Criteria in this solicitation, and how the applicant believes their experience and skills meet or exceed these criteria.
The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

G. APPLYING

All applications must be submitted electronically by e-mail with the subject **Financial Analyst (TCNPSC)** “SOL-306-14-000071-01/OFM” to: afghanPSCjobs@state.gov .

Attention: USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation at any time but prior the closing date mentioned above unless revised. The highest ranking applications may be selected for an interview.

Please note that only short listed candidates will be notified.

Point of Contact:

Any questions about this solicitation may be directed to: KabulAIDHR@state.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

Place of Performance

USAID/Afghanistan
U.S. Embassy
Great Massoud Road
Kabul, Afghanistan